



Michigan Department of Education

Office of Financial Management & Administrative Services

Frequently Asked Questions

1. When are the grant cash requests (DS-4492) and final expenditure reports (DS-4044) processed? Is there a timeframe in which I should have requesting and reporting completed for the week?

Answer: The grants process is scheduled to be completed on Thursday of each week. You should have your grant cash requests and any reporting completed by the close of business on Wednesday.

2. The level 3 designee in my organization has left, retired, etc. Can I continue to use the MEIS account and security of that individual?

Answer: NO. The MEIS account and security for that individual is not to be shared with anyone. You must notify MDE grants staff that the individual has left so that their security can be deleted from the grants system.

3. I requested funds via the DS-4492 process but didn't receive the funds. What happened?

Answer: After reporting on all projects when requesting funds, did you SIGN the DS-4492? If you entered or edited data but did not sign, your request for funds was not submitted to the grants system. You must go back into the system and redo your request, making sure you report on all projects. The request will be processed during the next regularly scheduled grants process.

NOTE: You must report on ALL source/projects for your institution, whether you are requesting funds from all projects or not.

4. I incorrectly reported expenditures on my DS-4044 and need to correct it. The source/project is not available. What do I do?

Answer: Contact your consultant and request that the DS-4044 for that project be reinstated. The project will appear after it is authorized by the consultant and the next weekly grants process has been completed.

5. What does it mean when I receive an "audit" letter?

Your organization will receive an audit letter if the e-mail payment ledger is returned to grants staff as undeliverable or during a random audit of level 3 designees. The letter

explains the process and will have attached documentation explaining how to update your MEIS information and a Security and E-mail Confirmation Request, which must be fully completed and returned.

6. I received notification that my grant security has been revoked. What must I do to have it reinstated?

Answer: Grants staff continually audit access into the grants system. Audit letters are sent when the weekly payment ledger is returned (via e-mail), there is evidence that MEIS account numbers are shared or during an arbitrary audit process of all level 3 security designees. You must return the fully completed Security and E-mail Confirmation Request in order for your security rights to be reinstated.

7. I requested funds via the DS-4492 process but I received less than I requested. How can that happen?

Answer: The grants system will automatically take back funds that have been over-requested. Please check your payment ledger for the information related to this transaction.

8. I forgot my password for MEIS. Can you help me find out what it is?

Answer: Security in the MEIS system is handled by the MDE Help-Desk. You must contact the help-desk to reset your password. Call (517) 335-0505 or email help-desk@michigan.gov

9. I requested funds but my warrant/EFT does not tell me from which projects I requested funds. Where can I find this information?

Answer: Your organization should have received a payment ledger via e-mail. The ledger is e-mailed to the level 3 designee in your organization who requested the grant funds. Contact your level 3 designee for the ledger information. If you do not know the level 3 designee, please contact us.

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